



Position Summary: The City of Music interns will engage in project-based assignments throughout their 3 month term working on EMP's numerous music-based initiatives. Assigned internship projects will vary each quarter depending on that project's timeline. Interns will gain insight into the inner-workers of a dynamic pop culture museum.

Essential Duties include, but are not limited to:

- Assist with all logistical needs related to [Sound Off!](#), EMP's 21 and Under Battle of the Bands
- Help with outreach, social media support and general assistance for EMP [summer camps](#)
- Production assistance and coordination for [EMP Pop Conference](#) and EMP's public programs
- Capture content for EMP social media channels related to the all-ages Seattle music scene
- Other duties assigned as needed

Education:

- High school graduate, or GED equivalent, actively pursuing a Bachelor's or Graduate degree

General Qualifications:

- Ability to work independently and be a self-starter
- A genuine passion for the Seattle music scene
- Comfortable posting on EMP social media channels
- Good project management skills and must pay attention to detail
- Flexibility and able to respond to changing opportunities/projects
- Must be tolerant of dogs
- Background working with young people a plus

Skills:

- Microsoft suite, including Office, Excel, and PowerPoint
- Google suite, including Docs, Sheets, and Slides
- Photography and video editing skills a plus